

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR TAX MAP TECHNICIAN**

Jurisdictional Class: **Competitive**

Date Adopted: **4/7/80**

Date Revised: **7/13/07**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **14**

DISTINGUISHING FEATURES OF THE CLASS: This is technical and supervisory work involving responsibility for tax maps maintained by the county. Work is performed in accordance with policies determined by the Director of Real Property Tax Services permitting some latitude for organizing and administering the work. Supervision is exercised over the work of Tax Map Technicians. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the work of technical employees in the real property tax service agency;

Supervises and participates in searching records and deeds to establish the basis for transfer of properties;

Supervises and assists in plotting and mapping changes in property lines from deeds, wills, court petitions, foreclosures, surveys and maps filed in the County Clerk's Office; using digital mapping tools.

Provides copies of current tax maps to local assessors, the County Clerk, Treasurer and other designated officials;

Gives information to public regarding tax maps;

Reviews deeds, wills, court petitions, surveys and maps filed in the County Clerk's Office to determine the changes that will occur in property lines;

Reviews deeds to determine whether changes are necessary in tax maps;

Supervises the maintenance of maps, records and other files;

Reconciles and integrates new data with pre-existing digital base map files;

Consults and cooperates with local assessors in resolving parcel boundary problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, tools and materials used in digital tax map preparation and maintenance; good knowledge of office management, terminology, practices and equipment; good knowledge of deeds and other property records; ability to read, revise and interpret tax maps; ability to supervise the work of others; ability to interpret and analyze parcel description data; ability to get along with others; good judgment; initiative; integrity; accuracy. Good knowledge of basic mathematics and plane geometry as applied to drafting computations; Working knowledge of geographical information system application to plotting property lines; Ability to correctly identify and transfer property lines to maps from descriptions in deeds and other documents; Ability to reproduce maps at various scales; Ability to perform close, detail work involving considerable visual effort and concentration; Ability to participate in tax map digital conversion projects; Ability to review and analyze digital tax map data files for compliance with NYS Rules and Regulations for Real Property Tax Administration; Ability to integrate and analyze spatial and non-spatial data files in GIS applications; Ability to train staff and other users in GIS software and applications; Ability to assist in GIS application development, the acquisition and distribution of digital spatial data files and the maintenance of GIS metadata; Ability to use GIS software;

Last Reviewed: n/a

Last Updated: 07/13/07

Reviewed By: n/a

Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **and either:**

- (A) Seven (7) years of experience in drafting or surveying work involving the laying out or mapping out of property lines and at least two (2) years experience involving maintenance of GIS data.; **OR**
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Engineering or Architectural Technology and two (2) years of experience as indicated in (A); **OR**
- (C) An equivalent combination of training and experience as indicated (A) and (B).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

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